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ABSTRACT

This guide provides information to aid chapter advisors and officers in planning, organizing, and providing American Industrial Arts Student Association (AIASA) activities to students. The main body of the guide contains eleven sections. In the first section AIASA's mission, goals, creed, motto, emblem, colors, and official dress are outlined. Benefits of AIASA to students, schools, states, and the nation are explained in section 2. Section 3 covers official support policies of the United States Department of Education and the Virginia Board of Education. Section 4 describes procedures for organizing an AIASA chapter and requirements for affiliation. Reasons for dues are given in section 5, and a model chapter constitution is presented in chapter 6. In chapter 7 the duties of various organization officers are set forth. Section 8 contains discussions of chapter committee members and types of committees; eleven specific committee members are examined. Section 9 deals with planning chapter activities. Meeting and ceremony procedures are outlined in section 10. Section 11 lists levels of AIASA activities. Virginia AIASA regions and Virginia AIASA heritage are discussed. Membership affiliation and officer nomination forms and transparency masters are included. (MN)

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ORGANIZING THE INDUSTRIAL ARTS STUDENT ASSOCIATION

AMERICAN INDUSTRIAL ARTS
STUDENT ASSOCIATION
GUIDE: I

A Vocational Curriculum Development Project
PL 94-482 FY - 1979
Through
Industrial Arts Education Program Area
Virginia Polytechnic Institute and State University
Blacksburg, VA
Dr. Charles A. Pinder
Project Director

Compiled By

George R. Willcox

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INDUSTRIAL ARTS EDUCATION SERVICE
VIRGINIA DEPARTMENT OF EDUCATION
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REVISED
1980

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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DEDICATION

Guide I, Organizing the Industrial Arts Student Association, is dedicated to Mr. Gordon H. Fallesen and Dr. William T. Reed, pioneers of Virginia's industrial arts student association movement.

Mr. Fallesen, who served as the assistant state supervisor of industrial education from 1947-1960, initiated efforts to organize an association for industrial arts students in the Commonwealth.

Dr. Reed, who was professor of industrial education at Virginia State University from 1951-1969, served as the first state advisor/director of a student organization that included Virginia industrial arts students.

The foresight, encouragement and commitment of these individuals is gratefully appreciated by the profession and is acknowledged with this first in a series of publications to promote and support industrial arts student association activities.

TAH
GRW

FOREWORD

The purpose of Guide 1 is to provide information to aid chapter advisors and officers in planning, organizing and providing AIASA activities for all students. It will serve as an aid primarily for the organization and basic operation of the local chapter.

Appreciation is expressed to the several contributors to AIASA Guide 1. Without the collective efforts of the following this publication could not have been completed:

- Charles A. Pinder for developing an initial draft of the publication and directing the curriculum project.
- John Monroe and central Virginia teachers for developing and piloting preliminary materials entitled "How To Organize A Student Association."
- Marshall O. Tetterton for donating resources and providing counsel.
- Arvid W. VanDyke for developing topic ideas and giving leadership through the Curriculum Council.
- Virginia Beach industrial arts teachers for developing the transparency masters.
- Virginia Industrial Arts Curriculum Council of 1979 for developing mission and goal statements.
- George R. Willcox for compiling and developing the final manuscript.

Other publications in this series provide more detailed resources for association activities. The series includes the following titles:

Guide Number	Title	Scheduled Release Date
1	Organizing the Industrial Arts Student Association	10-79
2	Student Association Activities in Industrial Arts Instruction	10-79
3	The Officers' Handbook	10-80
4	The Advisor's Handbook	10-80
5	Annual Program of Activities	8-81
6	Exhibit and Contest Rules	8-82

Consultant services for teachers are available through the office of the AIASA Specialist, Industrial Arts Education Service, Virginia Department of Education, P.O. Box 60, Richmond, Virginia 23216.

Thomas A. Hughes, Jr.
State Supervisor
Industrial Arts Education

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INTRODUCTION TO AIASA

Mission

The mission of the industrial arts student association in Virginia is to provide students an opportunity to become involved with meaningful activities and experiences that prepare them to understand, contribute to, and live in a changing technical world.

Goals

1. Students will have contact with industrial and technological personnel, resources and developments to acquire technological understanding, consumer knowledge, and competencies that lead to responsible citizenship and the productive use of leisure time.
2. Students will acquire democratic understanding and practice through leadership and followership activities.
3. Students will plan, organize and carry out worthy activities and projects which contribute to an improvement in, or service to the school and/or community.
4. Students will use the free enterprise system to become aware of employment, or self-employment opportunities, and requirements for use in making career choices in determining their educational programs.
5. Students will be recognized for high standards of craftsmanship, scholarship and safety practices.

Creed

"I believe that industrial arts holds an important place in my life in the technological world. I know there is a necessity for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.

"Guided by my teachers, craftsmen from industry, and my own initiative, I will strive to do my best in making my school, community, state and nation a better place in which to live.

"I will accept the responsibilities that are mine. I will accept the facts proven by others. I will explore on my own for a safe, more effective method of working and living.

"I will strive to develop a cooperative attitude and will exercise tact and respect for my fellowman.

"I will make it my goal to do better each day the task before me, and to be steadfast in my belief in God, my country, and my fellowman."

Motto

"Learning to Live in a Technical World."

The Emblem

The emblem is a shield with a gear blank (located in the center of the lower 4/5ths of the shield) with a lightning bolt, framing square, triangle, and mallet located in the center of the gear blank. In the immediate outer circumference of the gear blank located in the upper half is AIASA, with INDUSTRIAL ARTS reading from left to right in the lower half of the gear.

The shield bears a patriotic design with blue horizontally across the top 1/5th. Alternating red and white stripes, placed vertically but not through the gear blank, cover the bottom 4/5ths of the shield. A white border is around the entire outer edge. The gear blank, AIASA, INDUSTRIAL ARTS, and mallet are in blue. A blue border outlines the framing square and triangle, with the lightning bolt and mallet head in red.

Emblem Symbolism

The Gear Blank surrounding the emblem represents all facets of American industry and its contribution to making America the great nation it is today.

The Lightning Bolt represents the rapid development of today's automated world and the space-age changes needed to meet the challenge of tomorrow.

The Framing Square represents the degree of accuracy necessary to measure up to the demanding industrial society.

The Triangle points the way to the stars and a rapidly developing technological age. It is a symbol of strength in structure and represents the cooperative efforts necessary in achieving our goals.

The Mallet represents the dignity of work and its necessity in achieving success in an industrial society.

Use of the AIASA Emblem

The AIASA emblem is a registered trademark of the American Industrial Arts Student Association, Inc. All members and advisors are responsible for its proper use and display.

Policies covering the use of the Emblem and acronym AIASA are established exclusively by the national Board of Directors and protected by legal counsel. The manufacturing of the emblem or acronym AIASA, in any form, without written permission by national AIASA (that acts on behalf of your Board of Directors) will be in violation of the protection granted AIASA, Incorporated by Federal laws.

Exclusive rights for manufacture and/or resale of the Emblem and for use on all goods and with all services bearing any of the marks, is retained and protected to promote uniform identification of all AIASA members and to avoid any and all possible misuse of identity.

No Chapter or State Association may use or give permission to use these marks unless the users are within the Board of Director's guidelines. If reproduction or use of the emblem or the acronym AIASA is desired by any Chapter or State Association, which does not fall within permission already granted, the proper procedure is to seek written permission of the Board of Directors through the AIASA National Office.

AIASA Colors

Scarlet (Red): Represents the strength and determination of the industrial arts students and teachers to obtain their goals.

White: Represents the high standards, morale, and religious beliefs we hold.

Navy Blue: Represents the sincerity of industrial arts students and teachers in obtaining a greater knowledge of our technical world.

Light Gray: Represents the masses of industrial laborers who work each day so that our nation will stand strong, and who prove that there is dignity in work.

AIASA Official Dress

Blazer - Navy Blue with AIASA Patch

Tie or Equivalent - Scarlet Red

Shirt or Blouse - White with collar

Pants or Skirt - Light Gray

Shoes - Black

Socks - Black or Nylon Hose

The official dress for casual occasions may be the AIASA windbreaker, sweater or blue vest.

THE BENEFITS OF AIASA

To The Student:

AIASA students have common objectives and interests. Each is learning about his or her role in our industrial-technological society. AIASA activities can have a tremendous effect upon the attitudes, growth, and development of each member. Some of the benefits that the student derives from AIASA are:

- Learning from leadership training.
- Developing and increasing individual civic pride, responsibility, and involvement.
- Enjoyment of social activities.
- Participating in service activities and projects for the benefit of others.
- Opportunity for individual growth, development, and maturation according to one's own interests and abilities.
- Expanded opportunities to experiment and learn new skills.
- Involvement in projects for one's chapter, school, community, and one's self.
- Meeting and working with leaders from industry and the community and gaining additional career information.
- Participating in local, state, and national conferences.
- Learning how to share with others--lead, follow, and make decisions that affect you and your fellow members.

To The School:

AIASA Chapter activities are an integral part of the school industrial arts program and provide added dimensions to school/community activities.

AIASA activities improve the industrial arts instructional program by offering the teacher additional means of creating interesting and productive situations to benefit the student. AIASA increases the opportunity for individual student growth and participation. Some benefits to the school are:

- Promotes, expands, and improves the total industrial arts program.
- Creates additional means of developing student interest and productive situations.
- Promotes the school with visibility provided through school and community projects.
- Provides opportunities for students to adapt learning experiences from other instructional areas.

To The State:

The Virginia Association of AIASA is comprised of local chartered school chapters throughout the Commonwealth under the direction of the AIASA State Specialist. It provides the local schools with many benefits and operational support in carrying out AIASA activities in harmony with the statewide program of industrial arts. Thus, Virginia AIASA:

- Serves as a unifying means for students, teachers and schools to work and plan together.
- Acts as a clearinghouse for ideas and information to benefit industrial arts activities at the local, state, and national level.

- Serves as a liaison between national AIASA and local chapters.
- Provides direction for related instructional activities.
- Offers leadership training for state and local officers.

To The Nation:

Industrial arts instruction and AIASA activities constantly emphasize America's industrial-technological society. AIASA, like the industrial arts program, cannot meet all of the needs of the students, but neither can all of the needs of the students be met without it. AIASA, as an interpretation of the industrial-technological experience, will help industrial arts to become the viable part of the total educational system that it was designed to be. The national AIASA serves as the unifying body for all of the State AIASA associations. National AIASA assists state associations in the growth and development of AIASA. Affiliation with national AIASA provides many benefits, some of which are:

- Representation and promotion of AIASA to Congress, governmental agencies, education-related organizations, business, industry, and labor.
- National affiliation adds prestige, strength, and direction for the benefit of all members.
- Extension of opportunities for participation in AIASA activities beyond the chapter and state level.

OFFICIAL SUPPORT POLICIES

The student association can be a medium for enriching industrial arts courses and for reinforcing their content. Members of the profession believe that the student association:

- Expands the individual's knowledge about industry and technology.
- Improves the system for recognizing the achievements of a student, school, or class, thereby providing incentive and encouragement for work well done.
- Reflects the American way of life, as democratic decision-making is an important aspect of industrial arts instruction.
- Develops leadership and other personal qualities in all students, enhancing their future life and work.
- Increases realistic contact with industry and technology.
- Instills economic responsibility and understanding in students.

United States Department of Education Policy

The United States Department of Education maintains a close relationship with the eight vocational student organizations and welcomes their cooperation and support in strengthening programs of vocational education. Recognizing that the past performance and demonstrated potential of these organizations are compatible with the overall purposes and objectives of education today, the United States Department of Education has strongly endorsed their objectives and seeks to involve their thinking in the development of their policies and plans.

In view of this, a policy has been adopted as follows:

1. The United States Department of Education recognizes the concept of total student development as being necessary for all vocational-technical education students to enter the labor market and to assume successful roles in society.

2. The United States Department of Education recognizes the educational programs and philosophies embraced by the following vocational education student organizations as being an integral part of our vocational education system of training.

   American Industrial Arts Student Association

   Future Farmers of America

   Future Homemakers of America - HERO

   Distributive Education Clubs of America

   Future Business Leaders of America Phi Beta Lambda

   Health Occupations Students of America

   Office Education Association

   Vocational Industrial Clubs of America

3. The United States Department of Education will provide technical and supportive services to assist vocational student organizations and State agencies in their efforts to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, overcome sex and race discrimination and sex stereotyping, and serve students with special needs.

4. Federal and State grant funds for vocational education may be used by the States to give leadership and support to vocational student organizations and activities directly related to established vocational education instructional programs at all levels under provisions of approved State plans for vocational education.

Virginia Board of Education Regulations

The Virginia Board of Education recognizing the values of student organizations adopted policies and regulations June 23, 1978 for approving and operating vocational education programs which require that all students enrolled in approved vocational programs have the opportunity to participate in an appropriate organization. The regulations adopted are applicable to state approved industrial arts programs as follows:

1. A local AIASA chapter shall operate as an integral part of industrial arts program in each school.
2. Industrial arts teachers shall serve as advisors to the local chapter or section of the student organization.
3. Participation of students in chapter instructional activities is required regardless of whether they are paid members of the organization.

ESTABLISHING AN AIASA CHAPTER

Procedure for Organizing a Chapter

1. Read Virginia AIASA Guide No. 1 and review materials from the AIASA State Office.
2. If you need assistance contact another chapter or advisor for help in starting your chapter. For additional assistance contact the AIASA State Specialist.
3. Interest your school administrators in the value of organizing an AIASA chapter and become knowledgeable of school policies relative to student organizations.
4. Call a meeting of selected students to discuss the possibilities of forming an AIASA chapter and to explain how the student personnel system will be used in each class.
5. Announce to all eligible students and industrial arts classes that a general meeting for the purpose of forming a school chapter will be held on (Month), (day), (place), and (time). After explaining what the AIASA program strives to achieve appoint a constitution and nominations committee.
6. Using the state and national constitution and Bylaws as a guide, develop a local constitution and Bylaws to be approved by the membership. (Reference Model Constitution, page 16-19).
7. Announce to all eligible students and industrial arts classes that a meeting will be held for the purpose of electing the following officers: President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, Reporter, Historian, and Parliamentarian.
8. Instruct officers of their responsibilities. (Reference AIASA Guide 2).

9. Plan a program of activities for the year. The program should be well balanced among (1) leadership development, (2) industrial/community resources, (3) school/community service, (4) product/service enterprise, and (5) achievement recognition. (Reference AIASA Guide 2).

10. Have the President appoint chairpersons for committees to carry out the program of activities.

11. Send the following to AIASA State Office for approval:
    1. Membership Application
    2. Chapter Constitution
    3. $3.00 annual dues for each member (make check payable to Virginia AIASA).

12. After charter is received, invite another chapter to conduct a charter ceremony or installation of chapter officers. Plan a special meeting to carry out this activity. The AIASA State Specialist may provide this service.

Requirements for Affiliation

1. Membership is open to all secondary industrial arts students. The student must be enrolled or have completed a course in industrial arts.
2. An affiliated chapter must consist of a minimum of ten (10) paying members.
3. Annual dues are $3.00 which includes membership in both the state and national organization. Local dues are additional. The dues cover the year September 1 to August 31.
4. Each local chapter must submit the Membership Application to the state office which includes:
   a. The number of students in the local chapter.
   b. A list of all local chapter officers and members.
5. Each chapter shall submit their local constitution for approval with their initial affiliation.
6. Chapters must submit membership applications each year by November 1 to maintain affiliation.

THE REASON FOR DUES

AIASA was established to promote a strong, positive image for industrial arts students throughout the United States and to give students opportunities and activities through a local, state and national organization. Dues are required to provide services to students which are not possible in regular school budgets. Generally, membership dues pay for a state and national organization to exist for the benefit of industrial arts students just as membership in the American Medical Association helps the physician or the Society of Automotive Engineers assists the engineer. AIASA exists to help industrial arts students.

Membership dues in AIASA provide the student with many things including the following:

- Eligibility to compete for state and national awards.
- Representation in both state and national offices where the accomplishments and needs of industrial arts students are made known.
- A national newspaper about industrial arts students called the School Scene.
- A newsletter about Virginia industrial arts students called the Virginia Scene.
- A membership identification card.
- State and national meetings for industrial arts students.

In addition, dues help to support the following:

- Travel and meeting expenses for national officers.
- Chapter informational packets.
- Development of materials to promote the Association such as booklets, pamphlets, TV commercials and other items.
- The operation of a national office in Washington, D.C.

CONSTITUTION

_____CHAPTER

VIRGINIA ASSOCIATION

AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION

ARTICLE I: NAME

Section 1. The official name of this organization shall be _____ _____ Chapter of the Virginia Association of the American Industrial Arts Student Association, and may be referred to as _____ AIASA Chapter.

ARTICLE II: PURPOSES

Section 1. The general purposes of this chapter are to:

(1) assist members in the growth and development of AIASA.

(2) assist members in the development of leadership and citizenship in social, economic, scholastic, and civic activities.

(3) increase the knowledge and understanding of our industrial technological society.

(4) assist industrial arts students in the making of informed and meaningful career choices.

Section 2. The specific objectives of this chapter are to:

(1) develop through group action the ability of members to plan together.

(2) explore industry and the American free-enterprise.

(3) identify high standards of craftsmanship, scholarship, and safety.

(4) provide wholesome leisure time and recreational activities.

(5) encourage creative design, problem solving and projects.

(6) promote consumer awareness.

ARTICLE III: MEMBERSHIP

Section 1. Membership classifications shall be recognized as: active, alumni, professional, or honorary/honorary life member.

Section 2. Active members of the chapter shall be enrolled in or have completed an industrial arts course. An active member shall pay minimum dues and may be declared eligible to hold a local, regional, or state office, to participate in all levels of competitive events and projects, to serve as a local, regional, or state voting delegate, or otherwise represent the chapter in AIASA affairs as may be approved by the constitution and bylaws.

Section 3. Alumni members of the chapter consist of those individuals who have completed an industrial arts program, have been a former active or associate AIASA member, and who have graduated from school. Alumni members shall pay dues as established by the Executive Council of Virginia AIASA. Alumni members shall not have the right to vote, to hold office, or compete in competitive events.

Section 4. Professional members of the chapter are those persons engaged in education, business and industry, who have an interest in AIASA and in the welfare of industrial arts education. Professional members shall pay dues as established by the Executive Council of Virginia AIASA. Professional members shall not have the right to vote, to hold office, or compete in competitive events.

Section 5. Honorary/Honorary Life Members of the chapter may be individuals who have made contributions to the advancement of industrial arts as may be approved by the chapter Executive Committee and shall be exempt from annual dues. Honorary/Honorary Life Members shall not have the right to vote, to hold office, or compete in competitive events.

Section 6. No individual may join AIASA and/or participate in AIASA activities without being affiliated with the state association.

Section 7. Annual membership dues shall be as determined by Virginia AIASA and the membership year shall be September 1 to August 31. Additional fees for this chapter shall be _____.

ARTICLE IV: VOTING

Section 1. Chapter members shall exercise franchise in Virginia AIASA through voting delegates as may be approved by the Virginia Association of AIASA.

ARTICLE V: MEETINGS

Section 1. Regular meetings shall be held at least once each month during the school year.

ARTICLE VI: OFFICERS

Section 1. Officers shall consist of a President, Vice President, Secretary, Treasurer, Reporter, Sergeant-At-Arms, Historian, and Parliamentarian.

Section 2. Officers shall be nominated and elected by ballot at the first regular meeting of each school year. A majority vote of the members shall be necessary to elect officers.

ARTICLE VII: FINANCES

Section 1. Chapter dues shall be _____plus $3.00 for state and national affiliation.

Section 2. The Chapter Advisor shall be responsible for the Chapter finances.

ARTICLE VIII: EMBLEM AND COLORS

Section 1. The emblem and colors of the Chapter shall be the same as those adopted by National AIASA.

ARTICLE IX: MOTTO AND CREED

Section 1. The emblem and colors of the Chapter shall be the same as adopted by National AIASA.

ARTICLE X: AMENDMENTS

Section 1. To amend this constitution, the proposed amendments must be presented in writing by an AIASA member to the President. The President will present the amendment to the membership where it must be approved by three-fourths (3/4ths) majority votes for adoption.

ARTICLE XI: RULES, REGULATIONS, AND BYLAWS

Section 1. Such rules, regulations, and bylaws as are seen necessary for proper conduct of this organization shall be adopted.

Section 2. No rules, regulations, or bylaws shall be adopted which are contrary to the local, state, or national constitution.

Section 3. In all meetings, Robert's Rules of Order, newly revised shall serve as standard procedure.

Date of Adoption	President's Signature
Chapter Advisor's Signature	Principal's Signature

CHAPTER OFFICERS

Elections

It is important for the growth of each chapter to have a well qualified and dedicated group of officers. With capable officers, the business of the chapter will be considered in a prompt and proper parliamentary fashion. This will ensure an effective program of activities which assures (1) that all members rights will be maintained, (2) records and minutes will be up to date and complete, (3) good publicity will be forthcoming, and (4) all members will grow professionally.

The membership should be careful in selecting officers. It is a mistake to look only for the most popular members to elect. Qualifications for the position to which the individual will be elected and the dependability of that person should be of prime consideration. The officers you elect will be the "viewing glass" of your chapter and should reflect the professional attitude of your chapter.

The officers you elect may not be familiar with all the responsibilities and duties of his/her office at the time of election. Yet, everyone should have by now formulated a rough idea of what is expected. Be sure the person you choose is willing to work hard to prepare him/herself to perform the duties of the office once they are elected. An officer should be able to communicate ideas and feelings to the members and committees. He/she should be aware of and protect the need for a fair democratic process. A leader should respect the rights, dignity and ability of each member. Most of all, a leader should be able to lead effectively.

Officer Responsibilities

All officers have some responsibilities in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of activities.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know his/her part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

Officer Duties

The following is a list of officers and their duties. Your individual chapter may not see a need for certain officers, or may need more. It is suggested that each chapter have at least a President, Vice-President, Secretary, Treasurer, Reporter, and Sergeant-at-Arms.

President

The President presides over and conducts meetings in accordance with parliamentary procedure; keeps the members and the discussion germane to the subject at hand and within time limits; appoints committee chairs and serves on committees as an ex-officio member; represents the chapter at special school events and before out of school organizations; coordinates the activities of the chapter by keeping in touch with the other officers, membership, and the advisor; keeps informed and sees that the chapter is moving according to the work program.

The President should:

1. Begin the meeting on time and proceed in a pattern established by the order of business. (Members will be there if they know that the meeting will begin at a specified time.)
2. Be sure a quorum is present before the business portion of the meeting is begun.
3. Always keep the meeting under control. Limit debate on the part of any one individual to specified times or turns (ample but not excessive times should be allowed for debate.)
4. Use of the gavel is at the discretion of the presiding officer.
5. Conduct the meeting in accordance with parliamentary procedure.
6. Appoint a parliamentarian at each meeting.
7. Refer to him/herself as "the Chair".
8. Be impartial at all times.
9. Stand while presenting business or directing the assembly in action. (It is permissable to sit while business is being transacted or matters are under discussion on the floor.)
10. Turn over the chair to the Vice-President or other designated member when he/she wants to enter into debate. Information but not opinions may be given from the chair. If the presiding officer wants to make or discuss a motion personally, he/she must leave the chair and do so from the floor.
11. Allow a member to suspend the regular order of business ONLY by a formal motion which is carried by a two-thirds vote.

12. Recognize any member who wishes to speak, within allowed time limits for debate.
13. Not permit discussion on a motion until it is seconded, and stated by the chair.
14. Be seated when you have granted the floor to a member and remain seated while the member discusses the question.
15. State motions clearly, and before taking a vote, be sure that all understand the question.
16. Announce the result of the vote. First, state the motion "...." and then, "the motion carries/is defeated."
17. Not vote except in the case of a tie.
18. Require that all remarks be addressed to the chair. (Do not allow members to discuss among themselves questions, remarks, or answers). All discussion is carried on with recognition and approval from the chair.
19. Permit the maker of the motion or the Vice-President to put a question to a vote that concerns the President alone.
20. Close the meeting when all business has been disposed of or when time requires.

Vice President

The Vice President assists the President in the discharge of his/her duties. The Vice-President is responsible for presiding at meetings and functions in the absence of the President, and must be prepared at any time to assume the office of the President when necessary. The Vice-President is in charge of all committee work and the management of committee assignments.

He/she should work closely with the committees and keep well informed of all committee activities; serves as ex-officio on all chapter committees.

The Vice-President should:

1. Assist the President.
2. Have charge of setting up and carrying out the work program.
3. Assist in the make-up of the chapter agenda.
4. Preside in the absence of the President.
5. Be responsible for a report on the status of the work program at each meeting.
6. Submit a report on chapter accomplishments at the end of the year.

Secretary

Secretary. Prepares and reads the minutes; has available for the President the agenda for each meeting; attends to official correspondence; sends out and posts meeting notices; counts and records votes when taken; prepares chapter reports; keeps permanent records of the chapter; reads communications at meetings; has on hand for each meeting the Secretary's book, minutes of previous meetings, lists of committees and committee reports, copies of local, state and national programs of work, copies of the constitution and bylaws.

The Secretary should:

1. Be sure to record the minutes of all meetings--formal, informal and called meetings. The Secretary's records are very important.
2. Record in the minutes what is DONE, decided upon what is said.

3. Record the exact wording of motions and amendments, whether they pass a vote or not, and make a record of who made the motion/amendment and who seconded it.
4. Stop the proceeding if necessary, in order to get the exact wording of motions. You may request that the motions be submitted in writing by the member presenting the motion.
5. Record in the minutes the names of the members who have been appointed to the committees, with the chair of each committee.
6. Include in the minutes the Treasurer's Report.
7. Keep the minutes in a permanent book. Corrections to the minutes should appear in the margins.
8. Have the presiding officer sign the minutes with any approved corrections, to make the record official.

Treasurer

Treasurer. Receives, records and administers the chapter funds; collects all state and national dues and is responsible for chapter payments by the appropriate deadlines; keeps financial records in order and up-to-date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual statement estimated receipts and expenditures; serves on the finance committee as the ex-officio member; and protects the financial reputation of the chapter.

The Treasurer should:

1. Record all records in ink in a permanent book.
2. Record all receipts by name of member or name of group and date.
3. Record all money paid out by date and to whom.
4. Obtain a receipt from the person(s) paid and keep a copy in the permanent records.
5. Receive the proper authority before paying out chapter monies.
6. Keep an up-to-minute accounting of funds. Enter all transactions as soon as they occur.
7. Be prepared to report the financial status of the chapter at any regular chapter meeting.
8. Obtain and present ideas and suggestions for increasing the treasury and financing club activities.

Reporter

Reporter. Gathers and maintains chapter news; prepares news releases and articles for publication in school and local newspapers; acquaints local newspaper editors with information about AIASA; maintains a file of clippings and pictures of chapter activities; keeps a publicity scrapbook; assists in maintaining a chapter bulletin board; assists in the planning and arranging of chapter exhibits; and collects and prepares new and feature stories of chapter activities for state and national publications.

The Reporter should:

1. Gather and classify all news.
2. Prepare articles and news releases.

3. Develop a working relationship with local media personnel and keep them informed of chapter news.
4. Send chapter news and photographs to the AIASA State Specialist and the national office for use in the SCHOOL SCENE.

Sergeant-At-Atms

Sergeant-At-Arms. Responsible for the physical set-up of meetings, banquets, gatherings; assists in seating arrangements and the seating of guests; assures that all necessary equipment is at hand and operating; secures the use of any meeting room and facilities.

The Sergeant-At-Arms should:

1. Arrange the meeting room and care for club paraphernalia.
2. Be responsible for the comfort of those present at the meeting.
3. Attend the door during meetings and welcome guests.
4. Take charge of candidates prior to and during initiations.
5. Assist with entertainment, refreshments, and other details connected with the program.
6. Serve as ex-officio member of committees dealing with these areas.

Historian

Historian. Responsible for keeping up-to-date information on the history of the association to keep an accurate and current archive record book of the association's activities.

The Historian should:

1. Maintain files and records on association activities.
2. Prepare an Archives Record book.
3. Work closely with the reporter on chapter activities in sharing ideas, notes, and other data.
4. Submit an Archive Record book to state association for recognition and competition.

Parliamentarian

Parliamentarian. Assists the chapter members in understanding the basic purpose of parliamentary procedure; should be prepared to advise the presiding officer and the members on parliamentary procedure; observes progress of meetings and calls any significant irregularities to the attention of the chair (point of...); is prepared to explain any deviation from procedure and its effect on the rights of all chapter members.

The Parliamentarian should:

1. Make sure that chapter meetings are conducted in an orderly manner in accordance with established procedures.
2. Enable the assembly to conduct business in a quick and efficient manner.
3. Protect the rights of each individual.
4. Make sure that the will of the majority is carried out and the rights of the minority are preserved.

Officers in a Personnel System

All industrial arts courses benefit from a personnel system used to manage the classroom or laboratory activities of students. Personnel management is a function of any organization whether it be a class of students, corporation of employees or an association of volunteers. Most industrial arts personnel systems differ as to the titles of each position in the system. Using AIASA related titles in the personnel system will both manage the class, as well as, give students experience with a group organization.

Officers in a democratic organization are best selected by the members of the group. Thus, the teacher may ask the class to nominate persons for election as key management officers. Teachers using any of the titles on the left are encouraged to utilize the uniform title in the right column.

Current Title	Should Have This Uniform Title
General Manager Lab Supervisor Superintendent Project Director	President
Manager's Assistant Assistant Supervisor Co-Director Production Manager	Vice President
Roll Keeper Record Keeper Letterwriter	Secretary
Accountant Purchasing Agent Supply Clerk Bookkeeper	Treasurer
Public Relations Director Advertising Agent Publicity Director	Reporter
Clean-up Supervisor	Sergeant-At-Arms
Education Director Final Report Writer Scrapbook Manager Librarian	Historian
Safety Director Attorney or Lawyer Contract Officer Permission Coordinator Inspector	Parliamentarian

AIASA Personnel Officer Duties

PRESIDENT

1. Leader of Personnel system
2. Calls clean-up.
3. Conducts class meetings.
4. Receives ideas and reports from the class members.
5. Suggests any possible lab improvements gained through experience.
6. Responsible for the assignment or election of new personnel.

VICE PRESIDENT

1. Familiar with duties of President.
2. Substitutes for President.
3. Assists President as second level manager.
4. Helps follow-up committee work.
5. Helps other officers if absent or behind.
6. Makes organizational chart for class.

SECRETARY

1. Takes roll, makes slip of those absent for teacher.
2. Keeps minutes of class decisions for reading at next meeting.
3. Records list of officers and committee personnel.
4. Prepares agenda for seminar or class meetings.
5. Sends letters when necessary.

TREASURER

1. Collects routine fees or AIASA dues.
2. Checks names of students who pay and writes receipt.
3. Charge students for use of supplies.
4. Helps teacher order supplies.
5. Cleans supply room.
6. Reports progress of supply payment or purchases at meetings.
7. Serves on Enterprising Committee of class.

REPORTER

1. Reports to class on the progress of activities.
2. Prepares bulletin board or displays related to class activities or school AIASA.
3. Writes articles or makes photos for school newspaper.
4. Welcomes visitors and explains classwork.
5. Cleans darkroom if available.
6. Advertises projects or services of class.
7. Serves on Recognition Committee of class.

SERGEANT-AT-ARMS

1. Oversees all clean-up personnel.
2. Makes substitutions for absent clean-up personnel.
3. Implements and receives ideas for improving clean-up.
4. Reports to President and teacher when the clean-up is completed.
5. Prepares room for class meetings.
6. May serve as Quality Control or Union Steward.

HISTORIAN

1. Collects homework or assignments for teacher.
2. Checks off work turned in by class members.
3. Assembles group reports.
4. Keeps notebooks, files or scrapbook up-to-date.
5. Cleans books and reference area of class during clean up.
6. Photograph activities.
7. Serves on Industrial Resource Committee of class.

PARLIAMENTARIAN

1. Is responsible for general safety procedures.
2. Posts safety posters and information.
3. Files safety test records.
4. Inventories first aid supplies and notifies instructor when additional supplies are needed.
5. Reports any injuries to the instructor.
6. Helps President with motions and rules of class.
7. Serves on School/Community Service Committee of class.

CHAPTER COMMITTEES

Committees and committee work are a necessary part of any chapter; they should involve as many members as possible. Committees are the specialized groups within the chapter responsible for the workings of the chapter in their specific area. Almost every project adopted by the chapter needs an active committee to accomplish the assigned tasks and follow the project through to completion.

Committee Chairperson

Committee chairpersons are appointed by the President of the Chapter, with the assistance of the Executive Committee and the approval of the chapter. The President (and Executive Committee), in selecting committee chairpersons, should appoint persons who can organize, lead, assemble, follow through on a project, and have an interest or knowledge in that area. The President and Vice-President serve as ex-officio members of all committees.

Committee Members

Committee members are usually appointed by the chairperson, subject to the approval of the Executive Committee. Every chapter member should become involved in committee work. This can be done by the committee chairs and Executive Committee assigning each member to a specific committee. The member should be given the chance to state their preferences (i.e. first, second and third choice) as to which committee they prefer. Committee work will become more efficient if the committee members have at least some interest in the commitee they are assigned to. It is the responsibility of the President, the Executive Committee, and the committee chairs, to try and fulfill each members choice as closely as possible, rather than arbitrarily assigning committees.

Types of Committees

There are a number of committees that can be formed at the chapter level. Each committee that is formed has a designated task and function relevant to it. It is the responsiblity of the committee, whether it is a standing committee or a special projects committee, to perform the assigned tasks to the best of their ability and to the benefit of the chapter as a whole.

Executive Committee

The Executive Committee is responsible for the formulation, guidance, and direction the chapter wishes to take. It is composed of all officers of the chapter. It is suggested that the committee chairpersons are to be included in the Executive Committee, to help in the guidance and direction, and to keep a close relationship between the desires of the members and the Executive Committee.

Standing Committees

These are committees that are constantly in operation during the year. Typical standing committees are:

Social Committee

The Social Committee is responsible for the arrangement, securing confirming of guests, events, dinners, etc. If a dinner or dance is planned, the social committee is responsible for all aspects that go into the making of a successful social event. The Sergeant-At-Arms serves on this committee, either as chairperson or as a member.

Finance Committee

The Finance Committee is responsible for the monetary aspects of the chapter. It recommends and reviews speakers, menus, trips and any activity that requires the expenditure of money to assure that they are

within the chapter's budget. It recommends to the chapter if money shall be expended. The finance committee is responsible for all fund raising projects in the chapter, and examines the records and financial status of the chapter. The Treasurer serves as an ex-officio member.

Constitution Committee

The Constitution Committee reviews the legal documents by which the chapter operates. It assures that all business and transactions are carried out according to the constitution and by-laws. It drafts and submits recommendations to the Executive Committee for changes in the constitution and by-laws. The Historian serves as an ex-officio member.

Community Liaison Committee

The Community Liaison Committee is responsible for a close and well-meaning relationship with the community. It maintains ties with the community and is responsible for community projects such as car washes, clean-ups, etc. It oversees such activities and makes sure that the chapter is represented favorably in the community. The Secretary serves as an ex-officio member.

Public Relations Committee

The Public Relations Committee is responsible for the chapter's ties with the public in general. It strives to find ways to present the chapter in a favorable way. It is responsible for making the public aware of the chapter, its goals, objectives and activities. The Reporter serves as an ex-officio member with this committee in developing articles, newspaper items, and publications.

Membership Committee

The membership committee is responsible for informing, gathering, and encouraging new members by getting out and showing what AIASA is all about. It oversees the membership drive, maintains a list of past and present members, and works on new ways to obtain an increased membership. It must be ready to answer any questions that a prospective member may have about AIASA. The Secretary serves as an ex-officio member.

Special Projects Committee

Special Projects Committees are appointed to serve a special need or project as it becomes necessary throughout the year. These committees are in operation until the completion of the special project. They are appointed when a need arises which is not classified as a standing committee, or if the standing committee responsible for the area is too involved in another project. These committees may be composed of members serving on other committees. For instance, if the chapter wanted to publish a small chapter handbook, a Special Projects Committee could be formed and made up of members from the Finance, Constitution, Public Relations, and Membership Committees. After the completion of the special project, the members of the Special Projects Committee would return to their previous committees. The President is responsible for appointing the chair of the Special Projects Committee.

Committees should be working together at all times. Some areas of concern for one committee may seem to fall into the realm of another committee. This is where committees must learn to work together for the good of the chapter, and cooperation from all or any of the remaining committees. It is very likely that many committees will become involved in one project, and cooperation and teamwork are the only things that will make the project a success.

Chairperson's Responsibilities

The Committee Chairperson should:

1. Bring the committee together for a general committee meeting. The committee chairperson will chair the meeting and conduct it in an orderly fashion.
2. Appoint a secretary of the committee to be responsible for taking notes.
3. Explain to the committee the overall task or project to which they are responsible. Explain their role in the completion of the task.
4. Discuss with the committee the most plausible methods of accomplishing the desired tasks and assignments.
5. Ask for suggestions from all committee members and from any concerned members of the group.
6. After suggestions for accomplishing the task(s), discuss the merits and weaknesses of each suggestion.
7. Have the group reach a decision on the proposed activity
8. State precisely what the committee has decided so that all members are aware of what has been decided. This is important to further operation of the committee.
9. Establish a time for regular committee meetings.
10. Thank committee members for their assistance and adjourn the meeting.
11. Review notes on the meeting with the committee secretary, and prepare committee reports in duplicate. Turn one copy in to the Chapter Vice President or Secretary.
12. Be prepared, if called upon, to make an oral report on the accomplishments of the committee at the next general chapter meeting.

Personnel System Committees

When committees are used in class the teacher may identify these duties:

Laboratory Maintenance/ Cleanup Committee

1. Sgt. At Arms and officers appoint or rotate personnel to each position.
2. All students in class have duties either as leader or worker in one of these areas:
   (1) Supplies and reference materials
   (2) Tools, equipment and Machines
   (3) Auxiliary Rooms
   (4) Others (determined by teacher)
3. Workers report completion of duties to chairperson, leader or Sgt. At Arms.
4. President, Sgt. At Arms or teacher dismisses class at proper time.

Industrial/Community Resource Committee

1. Make list of industrial community resources related to course.
2. With teacher, select 3 resources related to unit of study.
3. Report resources available at class meetings for vote.
4. Arrange speakers or visits for class.
5. Send thank you letters.

School/Community Service Committee

1. Make list of classroom, school or community service projects related to course.
2. With teacher, select 3 potential service projects.
3. Review requests from others for services.
4. Report possible projects at class meetings for vote.
5. Organize class for work to be done.
6. Deliver service to appropriate agency.

Enterprising Service or Product Committee	1. Make list of products or services of economic value related to course. 2. Make prototypes of those related to unit of study. 3. Report possible products or services to class meetings for vote. 4. Organize company for production or service enterprise. 5. Keep financial records and report to class. 6. Present income for chapter activities to Treasurer.
Recognition of Achievement Committee	1. Make list of regular AIASA contests and others related to course. 2. With teacher, select or develop contests related to unit of study. 3. Report at class meetings on contests to be used. 4. Organize contest procedures and awards to be given. 5. Recognize winners with awards and newspaper articles.

PLANNING CHAPTER ACTIVITIES

One of the keys to any successful chapter is a well developed program of activities. Every activity that is planned for a chapter should contribute in some way to the personal development of the students. This is done quite easily when the chapter advisor ensures that local activities relate to the state and national programs and the purposes of AIASA.

Each AIASA chapter has unique situations, problems and experiences in each different school and community that will determine the kinds of activities a particular program will be able to carry out. Therefore, there is no one "ideal" or "master" list of activities to fill all programs. This is the way it should be. An AIASA chapter, however, can gain ideas and suggestions from other sources, such as other chapters, and use these to meet the chapter's own needs.

Since one of the major purposes of Virginia AIASA is to provide opportunities for the development of leadership, social, civic, scholastic, and community activities, some of the activities suggested below may help a chapter plan its program and calendar of activities.

Scholastic or Educational

Visits to industries
Visits to project sites
Guest speakers
Faculty recognition
Films
Educational exhibits
Visits to other chapters
Attendance at the State Conference
Attendance at the National Conference
Parliamentary procedure activity

Professional Leadership

Regular chapter meetings
Election of chapter officers
Active member participation
Chapter newsletter
Properly equipped meeting site
Workshops and seminars
Use of official ceremonies
Membership drive
Assembly Program
Guest speakers

Civic and Community Service

Visits to local government agencies
Guest speakers
Community fund drives
Safety campaigns
Clean-up campaigns
Needy family projects
"Good Citizenship" project
"Get-out-the-Vote" project
Assisting other school groups
School improvement projects

Social

Orientation of new members
Cookout
Dance
Hayride
Athletic activities
Talent night
Picnic
Skating party
Scavenger hunt

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MEETING AND CEREMONY PROCEDURES

Opening Ceremony

(At the prescribed time for meeting, the president assumes a position behind the rostrum in front center of the room. Other officers are seated to the left and right of the president in a slightly arched line. They are seated in this order from left to right: Vice-President, Treasurer, Secretary, President, Parliamentarian, Reporter, Historian, Sergeant-At-Arms.

President:	(Raps gavel twice) Will the meeting please come to order? Mr./Ms. Sergeant-at-Arms, are all the officers in their places?
Sergeant-At-Arms:	They are Mr./Ms. President.
President:	(Raps gavel three times for assembly to rise) Mr./Ms. Sergeant-At-Arms, please lead the assembly in the pledge to the flag of the United States of America.
Sergeant-At-Arms:	(Leads pledge to flag)
President:	(Raps once and assembly is seated) Mr./Ms. Secretary, will you please call the roll?
Secretary:	Mr./Ms. Sergeant-At-Arms
Sergeant-At-Arms:	Present. The symbol of my office is the "hearty hand shake" and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.
Secretary:	Mr./Ms. Historian
Historian:	Present. The symbol of my office is the scroll and it is my responsibility to serve in any capacity as directed by the president, to keep up to date information on the history of the association; to keep an accurate and current record book of the organization's activities; and to be available, as necessary, in promoting the general welfare of the association.
Secretary:	Mr./Ms. Reporter
Reporter:	Present. The symbol of my office is the beacon tower and it is my duty to see that our school community and national association have a complete report of our organization's activities.

Secretary:	Mr./Ms. Parliamentarian
Parliamentarian:	Present. The symbol of my office is the "open book" which represents Robert's Rules of Order. The duties vested in me by my office are to serve in any capacity as directed by the president; to assist in conducting all meetings, according to parliamentary procedures as set forth by Robert's Rules of Order; and to be available as necessary in promoting the general welfare of the association.
Secretary:	Mr./Ms. President
President:	Present. The symbol of my office is the gavel. The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization. Mr./Ms. Secretary.
Secretary:	Present. The symbol of my office is the pen, and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this organization.
Secretary:	Mr./Ms. Treasurer
Treasurer:	Present. The symbol of my office is a balanced budget. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.
Secretary:	Mr./Ms. Vice-President
Vice-President:	Present. The symbol of my office is a star. It is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter.
Secretary:	Mr./Ms. President, all officers are present and in their places.
President:	Mr./Ms. Sergeant-At-Arms, do we have guests present?
Sergeant-At-Arms:	(If so, introduce guests. If not)--No, Mr./Ms. President.

Order of Business

President:	Mr./Ms. Secretary, we are ready to transact our business. Please read the minutes of our last meeting.
Secretary:	(The Secretary stands and reads the minutes.)
President:	(After the satisfactory reading of the minutes, the President asks if there are any questions or corrections. If there are none, he/she says:) The minutes stand approved as read. The assembly will hear the Treasurer's report.
Presentation of Reports:	(At this time reports of officers, board, and standing committees are read.)
President: Open to the floor:	Are there any announcements to be made at this time? (If there are any meetings, events, or activities scheduled in the near future they would be announced at this time.)
President:	The floor is open for discussion of unfinished business of the last meeting.
Open to the floor:	(At this time suggestions for new business or action not discusses before by the association would be introduced).
President:	(When the president feels that the discussion is complete, he/she asks:) Does anyone desire to make a motion? (If no motion is made, the meeting is ready for any other proposals.)

Closing Ceremony

President:	(Raps three times; assembly rises) Will the assembly repeat the AIASA Motto.
Assembly:	(Assembly repeats the Motto)
President:	Will the assembly repeat the AIASA Creed. (Creed is spoken) Does anyone know of any reason why this assembly should not adjourn? I declare this meeting adjourned until a special meeting is called, or until our next regular meeting. (Raps once with gavel)

Installation of Officers

An installation team from another chapter, an advisor, or past president may install officers. The newly elected officers are placed in front of their stations. The installation officer stands behind the rostrum. The invocation is presented by one of the members.

Installation Officer. "I consider it an honor to meet with this assembly and officially install the officers you have chosen to serve you this coming year. I know you have faith in each of them or they would not have been elected. In order for these officers to help this chapter progress, there must be enthusiasm and cooperation exercised by every member present. Will the assembly please rise and repeat the Pledge to the Flag."

(Pledge is said and assembly is seated. New officers remain standing.)

"Will the newly elected officers repeat the symbols and duties of their offices, beginning with the President?"

(Proceeding in order from President to Sergeant-At-Arms, the new officers state their office symbols and duties.)

"Does each officer pledge to lead this organization forward to the best of his/her ability?"

Officers in unison: "We do."

Installation Officer: "Will the assembly please rise? The newly installed officers will lead us as we repeat the Creed."

(Creed is spoken)

Installation Officer: "I now declare these officers officially installed and responsible for performing the duties of their offices. This meeting is adjourned."

SAMPLE CHAPTER MINUTES

_____ (Place)	_____ (Date)
MEETING	The regular meeting of the_____ Chapter of AIASA, held in the industrial arts department, Room 202, was called to order at 1:30 p.m. by the President, Bill Jones, September 16.
CREED	Creed was led by Cindy Marsh.
GUESTS	The following guests were introduced: Mr. Joseph Long, Miss Laura East of the AIASA State Office. Fifteen members were present. Cathy Smart and Kevin Jackson were absent.
MINUTES	Minutes of the meeting of (date) were approved as read.
TREASURER'S REPORT	The treasurer reported a balance on hand of $150.60. The following bills were presented: Stationery $12.00; additional AIASA Handbooks $15.00.
COMMITTEE REPORTS	The Finance Committee reported the results of the investigation of fund-raising activities.
NEW BUSINESS	The motion by Larry Grant "that AIASA Blazers be purchased for the new Chapter Officers" was adopted.
PROGRAM	(Give details of program, if one is presented--title, name of speaker, etc.)
ANNOUNCEMENTS	Meeting of Executive Committee was announced for September 25, Industrial Arts Lab, Room 202, Activity Period.
ADJOURNMENT	Meeting adjourned at 2:30 p.m.

Respectfully Submitted: Signature
Chapter Secretary, AIASA

THE LEVELS OF AIASA ACTIVITIES

The AIASA organization begins with activities in the classroom/laboratory. This first level experience is the most crucial and fundamental to the total organizational structure. It is the foundation upon which all levels build. Here students experience AIASA and participate in a democratic organization as a part of their total industrial arts instruction.

The school chapter is organized for students in all industrial arts classes and provides an opportunity for them to develop a complete association by and for industrial arts students. Members participate in leadership development activities, community service projects, gain recognition as industrial arts students and earn special recognition for their individual accomplishments.

Regional and state level activities provide opportunities for students from different schools to work and learn together. Leadership conferences, project exhibits and competitive events are offered.

The national level gives opportunities for members throughout the United States to work together and compete for the highest level of recognition for industrial arts students.

REGIONAL ORGANIZATION OF VIRGINIA AiASA

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VIRGINIA AIASA HERITAGE

The establishment of the Virginia Association of the American Industrial Arts Student Association began during the 1970-71 school session. The initial chapters were established in Augusta County, Ft. Defiance High School; Campbell County, William Campbell High School; Chesapeake, Deep Creek High School; Floyd County, Floyd County High School; and Suffolk, Forest Glen High School. Their collective efforts formed the nucleus to build a state organization. The chapter advisors of the initial organizations of Virginia AIASA were:

Harry Smith	Ft. Defiance High School
Melvin Wrenn	William Campbell High School
John S. Owens	Deep Creek High School
Calvin Rorrer	Floyd County High School
John Monroe	Forest Glen High School

Leaders of the formative organization were Dr. William T. Reed, Mr. Marshall O. Tetterton, and Mr. Rayford L. Harris. Dr. Reed, Professor of Industrial Education at Virginia State University, served as State Advisor. Mr. Tetterton, Assistant State Supervisor of Industrial Arts Education, held the position of Virginia AIASA Director. Mr. Harris, program coordinator of Industrial Arts at Virginia State University, served as chairman of the committee formulating the constitution.

Virginia AIASA Presidents

YEAR	STATE PRESIDENT	STATE ADVISOR(S)	SCHOOL
1970-71	Executive Committee	Dr. W.T. Reed Rayford Harris	Virginia State University Petersburg, Virginia
1971-72	Walter Worrell	John Monroe Robert T. O'Keefe	Forest Glen High School Suffolk, Virginia
1972-73	Joey Cornell	John Monroe Robert T. O'Keefe	Forest Glen High School Suffolk, Virginia
1973-75	John Grace	Walter Daggett Edward Sheets	Broadway High School Broadway, Virginia
1975-76	Ernie Harpine	Walter Daggett Edward Sheets	Broadway High School Broadway, Virginia
1976-77	Randy Ryskamp	James Perkinson Jim Doyle	Churchland High School Portsmouth, Virginia
1977-78	James Swann	James Perkinson Jim Doyle	Churchland High School Portsmouth, Virginia
1978-79	Sherry Hawkins	Jim Doyle	Churchland High School Portsmouth, Virginia
1979-80	Pamela Armentrout	Edward Sheets	Broadway High School Broadway, Virginia
1980-81	Steven Reid	Douglas Lyons	Broadway High School Broadway, Virginia

American Industrial Arts Student Association

MEMBERSHIP APPLICATION

Please TYPE or PRINT CLEARLY all Information Requested.

1. DATE OF APPLICATION _____
2. SCHOOL CHAPTER/CHARTER NUMBER _____
3. CHAPTER ADVISOR(S) A. _____ B. _____
4. ADVISOR'S HOME ADDRESS: A. _____
   B. _____
5. ADVISOR'S HOME PHONE: A. _____ B. _____
6. NAME OF SCHOOL _____ 7. SCHOOL PHONE _____
8. SCHOOL ADDRESS _____
   Street City State Zip
9. SCHOOL DIVISION _____ 10. PLANNING PERIOD _____
   TIME _____
   (e.g. 9:00-10:00)
11. MEMBERSHIP STATUS: (Check as appropriate)
   _____High School
   _____Middle or Jr. High School
   _____New Chapter
   _____Renewal

12. MEMBERSHIP ROSTER (Please list names in alphabetical order EXCEPT Chapter Officers. Please indicate male or female by circling appropriate letter.

1.	President	M F	21.	M F
2.	Vice President	M F	22.	M F
3.	Secretary	M F	23.	M F
4.	Treasurer	M F	24.	M F
5.	Reporter	M F	25.	M F
6.	Sergeant at Arms	M F	26.	M F
7.	Historian	M F	27.	M F
8.	Parliamentarian	M F	28.	M F
9.		M F	29.	M F
10.		M F	30.	M F
11.		M F	31.	M F
12.		M F	32.	M F
13.		M F	33.	M F
14.		M F	34.	M F
15.		M F	35.	M F
16.		M F	36.	M F
17.		M F	37.	M F
18.		M F	38.	M F
19.		M F	39.	M F
20.		M F	40.	M F

If additional space is needed, please list on a separate sheet and attach to *each* form.

13. DUES
   Dues per member $3.00 X _____ student members = $_____Total Dues.
   Chapter Advisor _____ Date _____
   Signature
   Note: Virginia members are affiliated with National AIASA.

14. MAILING INSTRUCTIONS FOR VIRGINIA ONLY: Chapter Advisors mail membership application with dues to state specialist, George R. Willcox, Virginia AIASA, Industrial Arts Education Service, PO Box 6Q, Richmond, VA 23216. A copy of this form will be returned as your receipt.

FOR STATE OFFICE USE ONLY

Date Received: _____

Form PG.012 7/80

VIRGINIA DEPARTMENT OF EDUCATION
INDUSTRIAL ARTS

Virginia Association
American Industrial Arts Student Association

TEACHER USE ONLY
REGIONAL__
STATE __

OFFICER CANDIDATE APPLICATION

APPLICANT

1. Full Name _____ Age _____
2. What office are you seeking? _____ Present Grade _____
3. Home Address _____

   _____

   Home Phone _____
4. Chapter of present membership _____ Chapter No. _____
5. Chapter Advisor _____ Home Phone _____
6. School Name _____

   Address _____

   _____
7. In what Industrial Arts course are you enrolled? _____

   _____
8. What other school organization are you affiliated with including athletic teams? _____

   _____
9. What public speaking experience have you had? _____

   _____

   _____
10. Do you hold a state, regional or local office in any other organization?

    Yes__ No__ If yes, what? _____

11. Has your chapter ever had a state or regional officer? Yes__ No__

    If yes, list name. _____

12. If elected, would you be available for all executive committee meetings (no more than seven)? Yes__ No__

13. Does your advisor agree to assist you in the travel responsibilities of this office? Yes__ No__

14. What chapter will you be affiliated with next year? _____

    _____

TO THE CANDIDATE

Please explain why you would like to be a Virginia AIASA Officer. Please attach an additional page if more space is needed.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Attach
Photo
Here

_____
CANDIDATE SIGNATURE

ADVISOR'S STATEMENT

I recommend _____ for an office in the Virginia Association of the American Industrial Arts Student Association. I agree to assist the student in any way required by his/her office.

_____
ADVISOR SIGNATURE

PARENT'S STATEMENT

We are willing for our son/daughter to be a Virginia Association of the American Industrial Arts Student Association Officer, should he/she be elected to this honor. We will cooperate with him/her and the state association in fulfilling their responsibilities. We also realize that this position will require our child to travel in and out of the state during the year. If you have additional questions please contact the school AIASA Advisor or:

George R. Willcox, AIASA Specialist
Industrial Arts Education
P. O. Box 6Q
Richmond, Virginia 23216
804/786-7821

_____
PARENT SIGNATURE

PRINCIPAL'S STATEMENT

I recommend _____ for an office in the Virginia Association of the American Industrial Arts Student Association. I believe he/she is capable of maintaining his/her school academic work while fulfilling the responsibilities of this position.

_____
PRINCIPAL SIGNATURE

SUPERINTENDENT'S STATEMENT

The Office of the Superintendent understands the responsibility of a Virginia Association of the American Industrial Arts Student Association Officer. We endorse _____ to seek the office of

_____.

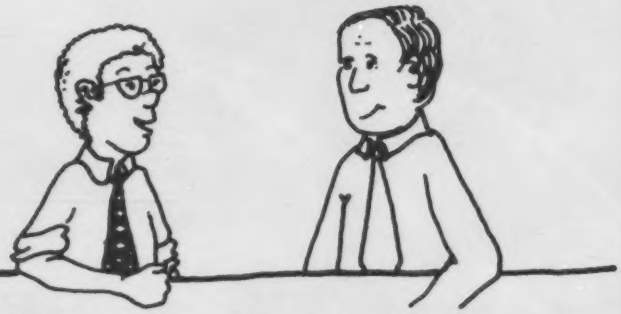
_____
DIVISION SUPERINTENDENT SIGNATURE

NOTE: This application form will be reviewed for final approval by the Nominations Committee of Virginia AIASA.

STARTING A SCHOOL CHAPTER

1. REVIEW INFORMATION (SELF)

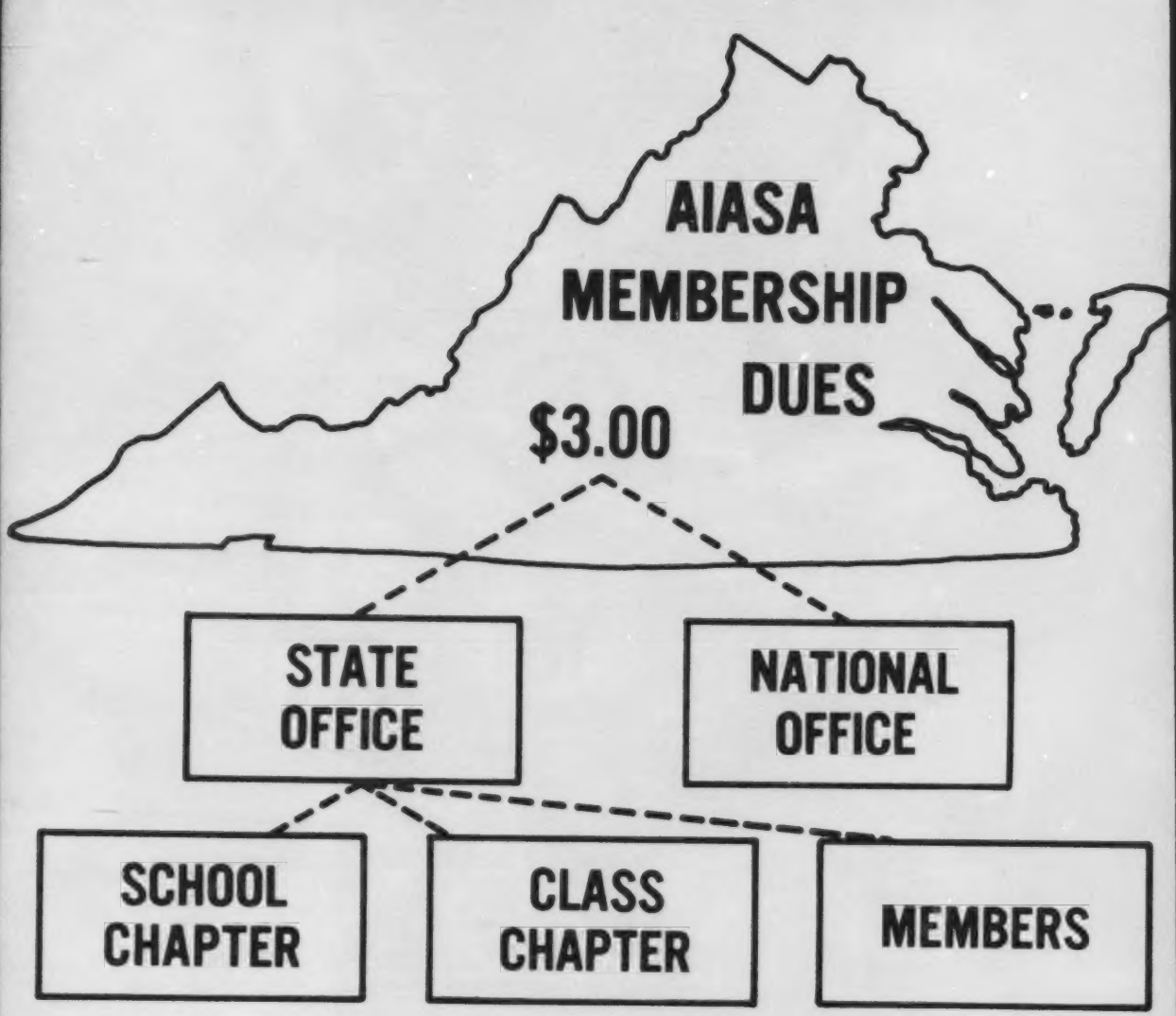
2. INTRODUCE TO A SMALL GROUP OF STUDENTS



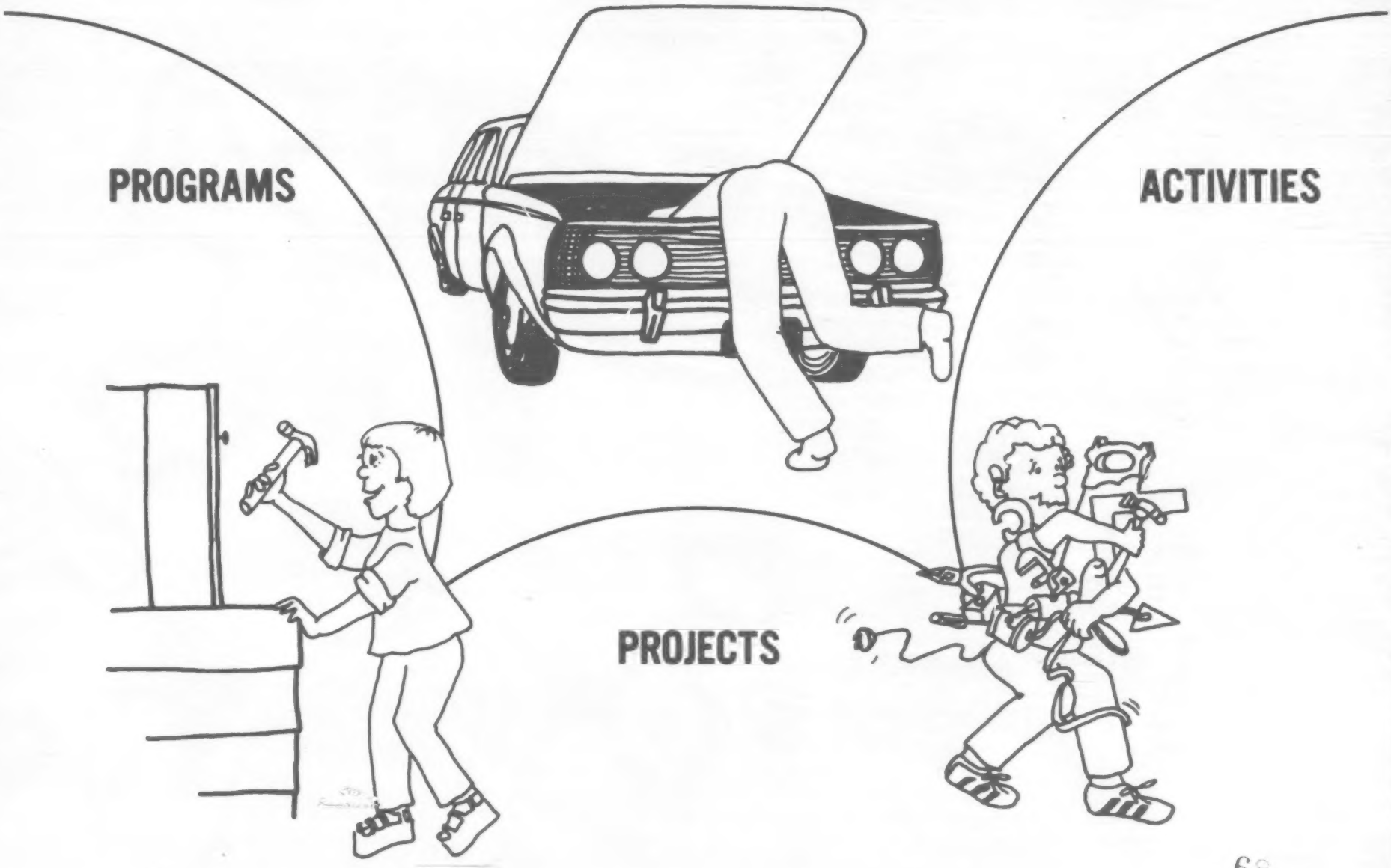
3. DISCUSS WITH PRINCIPAL

4. PUBLICIZE MEETING/ACTIVITY

ORDER OF
BUSINESS
1. CALL THE MEETING TO ORDER.
2. HEAR THE MINUTES OF THE PREVIOUS MEETING.
3. HEAR REPORTS OF OFFICERS, BOARD,
STANDING COMMITTEES.
4. HEAR REPORTS OF SPECIAL COMMITTEES.
5. HEAR ANNOUNCEMENTS.
6. DISCUSS UNFINISHED BUSINESS.
7. GO ON TO NEW BUSINESS.
8. END MEETING (ADJOURN).


AIASA
MEMBERSHIP
DUES
$3.00
STATE
OFFICE
NATIONAL
OFFICE
SCHOOL
CHAPTER
CLASS
CHAPTER
MEMBERS

AIASA



JUDGING PROJECTS

EVALUATION CRITERIA:

TECHNOLOGY	1-5 VALUE
CREATIVITY	1-5 VALUE
CRAFTSMANSHIP	1-5 VALUE

TOTALED

13-15 EXCELLENCE AWARD RIBBON
10-12 OUTSTANDING AWARD RIBBON
6-9 MERIT AWARD RIBBON
1-5 HONORABLE AWARD RIBBON

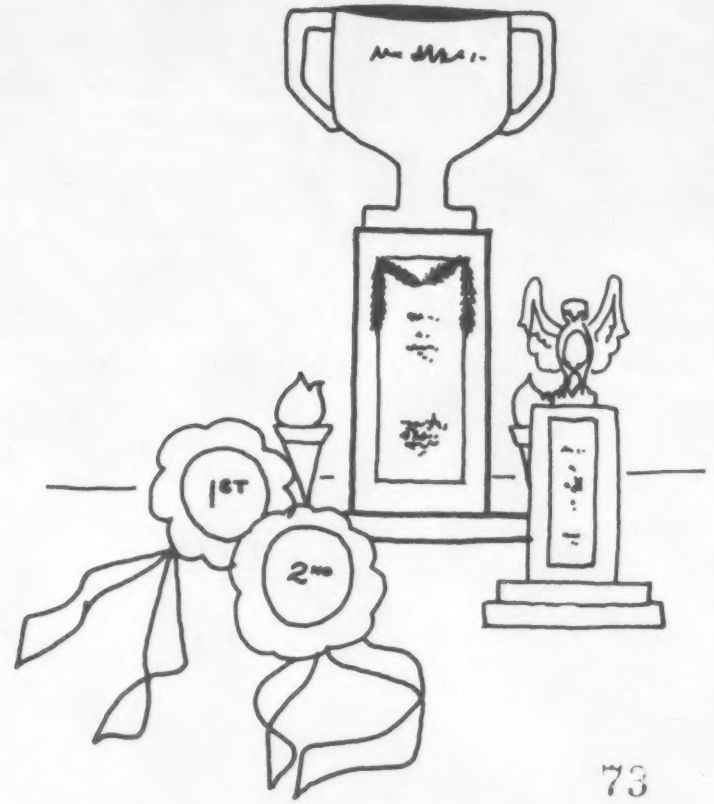
ONE PLAQUE GIVEN TO ONE PROJECT OF ALL PROJECTS WITH AN EXCELLENCE RIBBON IN ONE CATEGORY.

AIASA NATIONAL CONFERENCE

SPECIAL RECOGNITION AWARDS
SPRING FESTIVAL

OUTSTANDING AIASA STUDENT-
BEST IN SHOW

JR. HIGH 6-8
SR. HIGH 9-12

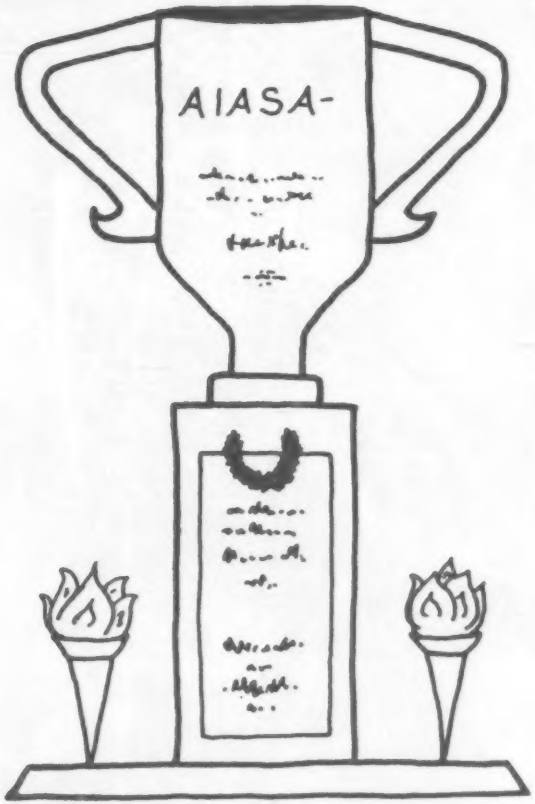


SPECIAL RECOGNITION AWARDS
SPRING FESTIVAL

OUTSTANDING AIASA CHAPTER

JR. HIGH CHAPTER TROPHY

SR. HIGH CHAPTER TROPHY



AIASA'S 8 OFFICERS

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
REPORTER
SERGEANT AT ARMS
HISTORIAN
PARLIAMENTARIAN

AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION

The Virginia Association of the American Industrial Arts Student Association

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American Industrial Arts Student Association

The Virginia Association of the
American Industrial Arts Student Association